



Headquarters Policy Flash

FLASH 2001-25

DATE: October 25, 2001
TO: Procurement Directors
FROM: Office of Procurement and Assistance Policy, MA-51
Office of Procurement and Assistance Management

SUBJECT: 1. Financial Assistance Letter (FAL) 2001-04
2. Acquisition Letter (AL) 2001-05

SUMMARY: 1. Financial Assistance Letter (FAL) 2001-04

FAL 2001-04, "Management of Report Deliverables," was issued on October 25, 2001 (effective November 8, 2001) and is available online at www.professionals.pr.doe.gov

This FAL supersedes FAL 98-02 and provides guidance regarding:



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- ✓ responsibilities for determining appropriate reporting requirements;
- ✓ selecting the minimum requirements for reporting technical and financial performance;
- ✓ post award administration;
- ✓ enforcing reporting requirements and obtaining overdue deliverables; and
- ✓ implementing new electronic reporting requirements for scientific and technical reports.

The FAL includes a revised DOE F 4600.2 Federal Assistance Reporting Checklist, which is available on the Department's Directives, Regulations, Policies, and Standards Portal at <http://www.directives.doe.gov/>.) The FAL also cancels the following reporting forms:

- ✓ DOE F 4600.3- Federal Assistance Milestone Plan;
- ✓ DOE F 4600.3A - Milestone Log; and
- ✓ DOE F 4600.5 - Federal Assistance Summary Report.

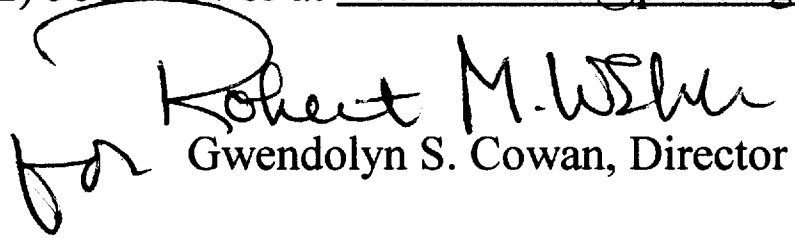
Please contact Trudy Wood at (202) 586-5625 or trudy.wood@pr.doe.gov if you have any questions related to the FAL.

2. **Acquisition Letter (AL) 2001-05**

AL-2001-05, "Maximizing Opportunities for Small Business," was published October 12, 2001, and is effective October 26, 2001. The purpose of this AL is to supplement the guidance contained in AL 2000-02 and provide to Department of Energy (DOE) officials who are involved in the acquisition of goods and services, and through them to contractors that manage and operate major DOE sites and facilities, guidance and administrative tools to most effectively use small businesses, small disadvantaged businesses, 8(a) certified firms, women-owned small businesses, veteran-owned small businesses, service disabled veteran-owned small businesses, Native American small businesses, Tribal businesses, and HUBZone small business concerns in the award of DOE prime contracts and subcontracts.

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This AL is available on line at www.pr.doe.gov under "Regulations and Guidance." For questions related to this AL, contact Bob Webb at (202) 586-8264 or at Robert.Webb@pr.doe.gov


for Gwendolyn S. Cowan, Director

cc: PPAG Members